

## **Westover Baptist Church Position Description**

**Position:** Multimedia Coordinator  
**Status:** Part-time (2-4 hours per week), hourly, non-exempt  
**Supervisor:** Senior Pastor

### **Overview:**

The Multimedia Coordinator provides support to the worship team on Sundays and other special worship services to ensure audio, visual, and streaming systems are functioning. The role includes set up, tear down, and monitoring of audio, visual, and streaming equipment for worship services.

### **Qualifications:**

Employee must be able to perform each essential function/task satisfactorily. These requirements listed are representative of the knowledge, skills, and/or abilities the position requires.

- Eligible to work legally in the United States.
- Possess a high-school diploma or be enrolled in a secondary school program.
- Able to pass criminal background checks
- Competent audio-visual literacy to include the operation of microphones, projectors, cameras, and sound boards
- Competent technology literacy including the use of email, text messaging, and Microsoft Office Suite.
- Ability to communicate in English in written and oral form; Bilingual (English/Spanish) preferred
- Ability to work cooperatively with others, accept supervision and objective criticism, and work without direct supervision

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties of this job, the employee is required to:

- Walk, sit, stand, stoop, kneel or crouch for extended periods
- Use hands and fingers to handle and feel objects, tools, and controls
- Reach with hands and arms
- Frequently lift and/or move objects weighing up to 50 pounds
- Have close, distance, and peripheral vision and the ability to adjust focus
- Communicate by voice

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### **Essential Functions:**

#### Set-Up/Tear Down:

- Turn on sound system
- Set up projector and computer
- Prepare and test microphones
- Prepare and test personal hearing devices
- Prepare and test cameras
- When present, test sound elements in worship PowerPoint
- Conduct sound test with worship team members
- Turn on and set up monitor(s)
- Ensure that recording devices are functioning
- Initiate streaming to platforms as service begins
- Discontinue streaming
- Secure recording
- Shut sound system down after worship
- Return audio, visual and streaming equipment to storage

#### Service Monitoring:

- Operate and Monitor the sound board making adjustments to sound as needed
- Monitor cameras and software related to streaming, making changes and adjustments as required

### **Reporting & Coordination:**

- Meets with Senior Pastor as requested
- Participates in church staff meetings as requested by the Senior Pastor
- Coordinate leave with Senior Pastor following staff leave policies

Other duties as assigned

Work is subject to review by supervisor or designated individual